



# **DOD EMAIL UPDATE**

**NAVFAC/USMC E2E  
PROCUREMENT CONFERENCE 6-8  
NOVEMBER 2007**

**Presented by: Freda Reilly**

# OUTLINE

- **DOD EMAIL OVERVIEW**
- **DOD EMAIL ADVANTAGES**
- **SAMPLE DOD EMAIL ORDER**
- **NAVFAC ATLANTIC DEPLOYED CONTRACTS**
- **QUESTIONS?**



# DOD EMAIL OVERVIEW

- **DOD EMAIL (EMAIL) is an on-line ordering tool maintained by the Defense Logistics Agency (DLA) at [www.email.dla.mil](http://www.email.dla.mil)**
- **EMAIL is NAVFAC's required ordering method for IDIQ Facility Support Contract (FSC) Services < \$100K**
- **NAVFAC has approximately 200 FSCs posted on EMAIL**
- **Common FSCs are Grounds, Janitorial, Refuse Collection, Snow Removal, Environmental Sampling, etc.**
- **Supported Commands & NAVFAC may order pre-priced IDIQ line items using a Government Purchase Card as a method of payment**



# DOD EMAIL ADVANTAGES

- **Facilitates fast and easy direct ordering online at [www.email.dla.mil](http://www.email.dla.mil)**
- **Eliminates rotating sources and obtaining quotes**
- **NAVFAC contracts on have been competed or negotiated**
- **NAVFAC Contracting Officer's have determined pricing as "fair and reasonable"**
- **Provides an audit trail for cardholders**
- **Contractor provides cardholder with receipt for each order**



# DOD EMAIL ADVANTAGES

- **NAVFAC Contracts listed on DOD EMAIL by DODAAC**
- **NAVFAC Permission required to obtain access via letter to DLA**
- **Permission granted by local NAVFAC EMAIL Coordinators**
- **NAVFAC Contracts contain contract clauses, terms, warranties, local base requirements, and restrictions protecting purchases vs. open market transactions**
- **EMAIL encrypted orders ensures secure purchase card transactions**
- **Allow Contractor and Government to update order status**



# SAMPLE DOD EMAIL ORDER

## Text Viewer

-----BEGIN PGP SIGNED MESSAGE-----

DELIVERY ORDER TO:  
NAVFAC Janitorial Template  
1322 Patterson Ave. SE  
Suite 1000  
Washington, D.C., DC  
20374  
USA

ATTENTION:

703-653-7676 (Voice)

VENDOR CAGE CODE:

TRANSMITTED ELECTRONICALLY TO siransy@us.ibm.com

ORDER NUMBER:  
DEMO0032905

CUSTOMER SHOPPING NUMBER:  
DEMO0000001242

CUSTOMER:  
Department of Defense Activity Code N62742  
Pasion, Steven  
EMAIL Address: steve.pasion@navy.mil  
Voice: (808) 474-6317  
Fax: <Not Provided>  
Department: DoD  
Service/Agency: Navy  
Major Command: Naval Facilities Engineering Command

PLACE OF PERFORMANCE:  
ADDRESS 24  
1234 ANYWHERE STREET

PEARL HARBOR, HI  
96860  
USA

SHIP VIA:  
GROUND

PAYMENT METHOD:  
IMPAC 4111 1111 1111 1111  
Expires: 4/2005  
Name as it appears on card: S PASION

BILLING ADDRESS:  
258 MAKALAPA DR STE 100  
PEARL HARBOR, HI  
968603134  
USA

## \*\* NOTE: Key Data Elements

1. Supplier Order Number
2. Orderer Name, Telephone and Email
3. Place of Performance Address and Point of Contact
4. Purchase Card (Credit Card) Number, Expiration Date and Billing Address information

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OK

# SAMPLE EMAIL ORDER - Continued

## Text Viewer

PAYMENT METHOD:  
 IMPAC 4111 1111 1111 1111  
 Expires: 4/2005  
 Name as it appears on card: STEVEN PASION

BILLING ADDRESS:  
 258 MAKALAPA DR STE 100  
 PEARL HARBOR, HI  
 968603134  
 USA

SPECIFIC INSTRUCTIONS:  
 Complete within 10 working days after receipt of order. Update scheduled and completion dates/times in Order Status.  
 Contact Mr. Inspector #1 5555, for access to quarters.

ORDER FOR ITEMS ON CONTRACT:  
 SP5200FAC9210

----- BEGIN ITEMS FOR SP5200FAC9210 -----

LINE NUMBER: 0001  
 QUANTITY: 1000  
 UNITS: SF  
 DESCRIPTION: Carpet or Rug Shampooing for Family  
 PART NUMBER: A1010  
 AUX PART NUMBER: A1010  
 UNIT PRICE: \$0.10  
 INTERNAL REFERENCE: SP52004188019E  
 VENDOR REBATE CODE: NONE  
 NSN:

LINE NUMBER: 0002  
 QUANTITY: 20  
 UNITS: EA  
 DESCRIPTION: Cleaning Window Blinds  
 PART NUMBER: A1007  
 AUX PART NUMBER: A1007  
 UNIT PRICE: \$3.00  
 INTERNAL REFERENCE: SP52004188020E  
 VENDOR REBATE CODE: NONE  
 NSN:

LINE NUMBER: 0003  
 QUANTITY: 200  
 UNITS: EA  
 DESCRIPTION: Interior Glass Cleaning for Family  
 PART NUMBER: A1013  
 AUX PART NUMBER: A1013  
 UNIT PRICE: \$1.00  
 INTERNAL REFERENCE: SP52004188021E  
 VENDOR REBATE CODE: NONE  
 NSN:

## \*\* NOTE: Key Data Elements

5. Instructions, including Period of Performance
6. Contract Number
7. Order Item Details, including Item Description, Unit Cost, Quantity and Contract Line Item Number

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[OK](#)



# DOD EMAIL ORDER - Continued



Status Messages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://email6.prod.dodonline.net/main/orders/order\\_detail/supplierOrderDetail.do](https://email6.prod.dodonline.net/main/orders/order_detail/supplierOrderDetail.do) Go Links

**DOD EMAIL**  
www.email.dla.mil

**1st Choice Support for the Warfighter**  
(Federal Buyers Welcome Too!)

My Account | Help Desk | Logout

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EMAIL Orders | MRA Status |

» Home » Orders » Last Order Search » Purchase Order MOMS00001342696 You are logged in as: 1QL61

Supplier Order ID Document Number Date Entered Status Qty Event Date Comments Reporter

Order Status Backordered

**\*\* NOTE: When a client signifies acceptance of an order, via Material Receipt Acknowledgement (MRA), a new order status of "Received" will be listed. Once the full quantity has been satisfactorily completed, the Contractor can charge the Government Purchase card through their own financial institution.**

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Version 6.1.2

Done Internet



# DOD EMAIL ISSUES

- **NAVFAC and Supported Commands continue to have GPC issues**
- **NAVSUPINST 4200.99, Page 1.2, Subparagraph (2)(g) authorizes use of DOD EMAIL:**

“(2) The purchase card may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold for the following categories....

(g) Placing delivery and task orders (e.g. DOD EMAIL) against

competed Indefinite Delivery, Indefinite Quantity (IDIQ)

contracts for orders valued at \$100,000 and below.”

# NAVFAC DOD EMAIL SALES FOR FY04-07



NAVFAC DOD EMAIL Sales by Fiscal Year	Number of Orders	Total Sales
FY04	1446	\$ 686,679.30
FY05	7320	\$ 5,277,627.00
FY06	9536	\$ 10,771,889.96
FY07	9650	\$ 15,895,286.11

**NAVFAC ATLANTIC POCs**  
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# Questions?